

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

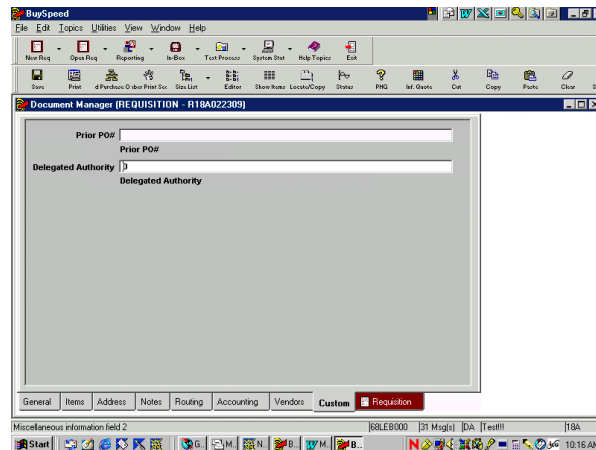
TO: Chief Financial Officers
State Departments and Agencies

DATE: July 30, 2002

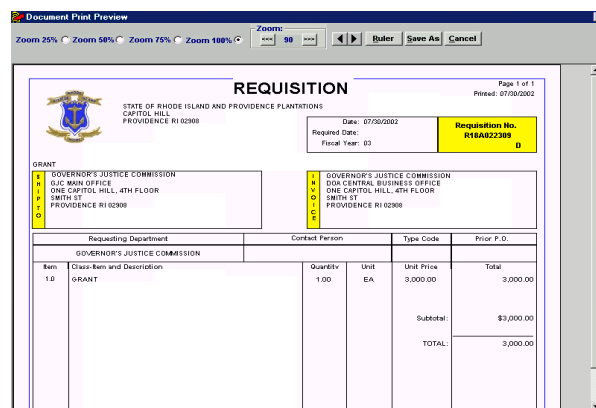
FROM: Helen Christy, Office of Purchases

SUBJECT: PROCEDURE FOR DELEGATED AUTHORITY REQUISITIONING

Effective immediately, begin using the on-line requisitions to request the creation of master blankets. Nonsystem generated requisitions received after August 9, 2002, will be returned. In the requisition custom tab enter a "D" in the field labeled "delegated." DO NOT TYPE THE WHOLE WORD. This "D" will print near the document number on the hard copy of the requisition.



Purchase Orders will also include this field. It is our intent to use this field to create reporting criteria so that users will be able to obtain separate reports for delegated and nondelegated documents.



Item	Class Item and Description	Quantity	Unit	Unit Price	Total
1.0	GRANT	1.00	EA	3,000.00	3,000.00
Subtotal:					\$3,000.00
TOTAL:					3,000.00

Continue to use the off-line Master Blanket Control Change Form for amendments to contract period, blanket control value and cancellations.